

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Regular Meeting
April 16, 2026
Kettle Falls Library

REGULAR MEETING

Chair Josie Darst called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:05 am. In attendance were Josie Darst, Chair; Joann Caruso, Vice-Chair; Jennifer Miller, Trustee (via Zoom); Sue Poe, Trustee; Lisa Wolfe, Trustee; Amanda Six, District Director (via Zoom); Jessica Varang, Deputy Director (via Zoom) and Becca Moore, Office Manager.

VISITORS – none

GREETINGS – Josie welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of March 19, 2026, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of April 8, 2026, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 3/20/26 – 4/8/26 – 49 Vouchers total \$71,502.57.
Payroll Warrants March 2026 – 31 Direct Deposits for a total of \$90,460.47.
- (4) The Director's March 2026 accumulated vacation & sick hours were reviewed.
- (5) Detailed Revenue & Budget Status Reports for March 2026.

Motion made to accept the Consent Agenda.

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

UNFINISHED BUSINESS

(1) Building Project Updates & Snapshot –

a. Loon Lake, Chewelah, and Northport –

Northport: Clifford received a bid from a contractor. Becca is following up with the contractor about filing his L&I paperwork. Once that is complete he should be able to get started on the job.

Loon Lake: Dardan and OAC are working on the close-out paperwork for the CDBG grant.

Chewelah: Waiting for the Operations & Maintenance Manuals from Welch to close out the project.

- b. Colville – The City is working on some final forms and waiting to hear back from the architect ZBA and then hope to go to bid in the next few weeks. They hope to open bids at the end of May and bring it to the City Council in June. Once the City Council has approved the bid a contract can be awarded. Amanda attended the City Council Meeting last week with Lisa Vos, Colville Library Manager in order to provide updates.

- (2) **Advocacy to the State Legislature** – Lisa suggested setting up one on one, in person, meetings this summer with Senator Shelly Short and State Representatives Hunter Abell and Andrew Engell. Invite them to Chewelah or Loon Lake to see the library and have a meeting. Have a conversation about how libraries should be funded. Work together to come up with a solution. After the levy Becca will reach out to their offices and work on some possible dates.
- (3) **Staff Reorganization** – nothing new to report this month
- (4) **Levy Lid Lift, April 28, 2026** – Amanda has been to several more community meetings. Since the mailer went out we have received more questions from the public. Amanda, Jessica and Anja worked on a document of responses.
- (5) **Policy/Procedure Review -**
 - a. **Volunteer Policy** - table this month
 - b. **Inclement Weather Policy - updates** - Trustee reviewed the suggested edits and called for a vote.

Motion made to accept the proposed changes to the Inclement Weather portion of Personnel Policy

0015:400.300 Other Paid Leave.

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

- (6) **Plan 2026 Board Retreat** - Tentative move to June 1st with June 4th as the backup date. Will follow up with Trustees to confirm. Amanda will create an agenda before the Retreat. Trustees will share any topics other than Levy results they would like to discuss.

NEW BUSINESS - none

REPORTS

- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report:**
 - Kettle Falls Friends – Attended Kettle Falls City Council meeting with Amanda. Working on the Annual Tea, May 9th.
 - Jennifer is working on a fun team building project for staff day.
- (3) **Others:** none

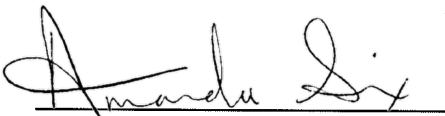
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:29 am.

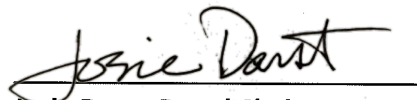
Chair adjourned the meeting.

Respectfully submitted:

Date 5.21.2026



Amanda Six, Secretary, SCRLD



Josie Darst, Board Chair

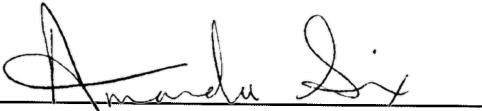
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
April 8, 2026

The meeting was called to order at 9:01 a.m. by Josie Darst. Present were Josie Darst, Chair; Jennifer Miller, Trustee; Sue Poe, Trustee; Lisa Wolfe, Trustee; Amanda Six, Library Director; Jessica Varang, Deputy Director and Becca Moore, Office Manager. Vice-Chair Joann Caruso was absent from the meeting.

AGENDA

- o **OPENING** – Josie welcomed everyone.
- o **PUBLIC COMMENT** – none
- o **AGENDA CHANGES** – add Trustees at Staff Day to New Business
- o **ACTION ITEMS** - none
- o **DISCUSSIONS**
 - **March 19th – Regular Board Meeting – Agenda Changes** – none
- o **NEW BUSINESS** –
 - Trustees at Staff Day - Josie asked if the Trustees that are planning to attend Staff Day would like to acknowledge staff. Everyone agreed that they would like to do that if they are in attendance.
- o **ADJOURNMENT** – Meeting was adjourned at 9:09 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:


Josie Darst, Board Chair

4.16.2026

Date

District Status Report

Director's & Tech/Educ & Staff Support Specialist

March 2026

Director District Highlights Submitted by: Amanda

March has been a very active month, especially with regards to the up-coming levy vote and communicating information to the public. I presented information to the following groups in March.

Chewelah Friends	3/4/2026
Improvement Club	3/5/2026
Lakeside Friends	3/12/2026
Colville PEO	3/13/2026
KF Friends	3/16/2026
Lake Spokane Chamber	3/17/2026
Chewelah Chamber of Commerce	3/20/2026
Colville Chamber of Commerce	3/24/2026

I also did interviews with the following media:

Statesman-Examiner - interview	3/20/2026
Spokesman Review - interview	3/25/2026
KXLY - interview	3/26/2026

In addition, Jessica has done an amazing job of helping our library system navigate the e-rate reimbursements. We connected with a consultant who works with other library systems in Washington and have made great strides toward improving our process of applying for e-rate.

Deputy Director/Tech/Educ Highlights Submitted by: Jessica

I am working on managing my time more efficiently. Spring is very busy for me personally. I have been working on staff evaluations and am so proud of the progress several staff have made over the last year. We are finally making some progress with Greystone and technology hiccups - I am grateful for that. Summer Reading preparations and program coordination has taken up a lot of the month. I have been trying to work out some new ideas for routing and staff schedules. I have been assisting with some procedures for collections.

Staff Support Specialist Highlights Submitted by: Anja

- March involved extensive staff day planning. I've sent out surveys after recent staff days to see what resonated, what didn't, and what staff feel would be helpful in the future. I've incorporated that feedback and believe it's been helpful. We're looking forward to seeing everyone in May.
- I'm continuing with training to ensure we're current, compliant, and using best practices. In March, I took a training on FMLA & ADA general info and updates for 2026.
- Amanda, Jessica, Becca, and I met for an effective and productive planning meeting.
- The whole admin team stays very busy with behind-the-scenes projects to keep the district running smoothly. We continue to work on our Administrative SOP (standard operating procedure) to document processes, ensure accuracy and consistency, and support cross-training and future planning.
- I've been working with staff and their managers to create customized professional development plans for staff based on their interests and skills.
- I took a vacation in March and appreciated the opportunity to recharge and come back strong.

Branch Status Report

HARDCOPY FOR DESK STATS

Branch	Submitted By	Month/Year
Chewelah	Melissa Searle	2026 MAR

Branch Highlights - things to share, shout-outs, etc

(can include stories to share/quotes/tidbits/photos)

The Friends voted to donate \$800 to help support the summer reading program. Along with the Colville branch we participated in the collaborative spring community art project for most of March, and are looking forward to getting to see the finished product which will be installed in the windows of Bradley's Taekwondo in Chewelah.

Statistics to Report

Notes:			Notes:		
Head Count/Door Count:	1384		Computer Sessions:	229	
Avg Daily Visitor Count:	62.91		Length of All Sessions:	150.68	
Ref Questions:	30		WIFI Stats - Users:	593	
Tech Ref Questions:	34		WIFI Stats - Total Data Used:	446.6765	
Tech Reference - Libby:	7				
Circulation Stats:	2,262				
New Library Cards:	16		Locker Pickups @ Chewelah	7	
Take Home KITS Given Out:	# Received	# Given Out			
TNMake Kits:	80	80			
STEM Kits:	32	32			
TNCreate:	0	0			
TNTry Kits:	23	0			
Total:			WiFi Stats by Month from ExBabylon		
Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month			Circ Stats & New Library Cards from Becca's Circ Stats Sheet		

Program Specific Stats

Programming Spreadsheet 2026	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	10			7	17	Y / N	CH/TN/AD/GEN
Storytime Week 2:	6			4	10	Y / N	CH/TN/AD/GEN
Storytime Week 3:	6			4	10	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	11			5	16	Y / N	CH/TN/AD/GEN
TOTALS:	33	0	0	20	53		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Brick Builders Wk1-5		10		4	14	Y / N	CH/TN/AD/GEN
Program: GIS Wk1-5				11	11	Y / N	CH/TN/AD/GEN
Program: Craft Lounge				1	1	Y / N	CH/TN/AD/GEN
Program: Milk Jug Gardening				3	3	Y / N	CH/TN/AD/GEN
Program: Kate Quinn Author Talk					0	Y / N	CH/TN/AD/GEN
Program: Scavenger hunt		51			51	Y / N	CH/TN/AD/GEN
Program: Book folding art				1	1	Y / N	CH/TN/AD/GEN
Program: Bedazzled bookmarks			1	1	2	Y / N	CH/TN/AD/GEN
Program: Trivia			3	7	10	Y / N	CH/TN/AD/GEN
Program: Reading dragons tournament					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:					0	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	33	61	4	48	146		**Please circle or bold**

Branch Status Report

HARDCOPY FOR DESK STATS

Branch	Submitted By	Month/Year
Colville	Lisa Vos	2026 MAR

Branch Highlights - things to share, shout-outs, etc

(can include stories to share/quotes/tidbits/photos)

Thank you so very much. I don't know what we would do without you!

Emily and I helped a patron over the course of about an hour to transfer her data from one phone to another. She was very grateful and offered to come back to make a donation.

Chelsea spent a considerable amount of time helping a patron on the computer with so much patience despite not feeling well. When the patron needed a break she jumped back into helping him when he returned and needed more help. She was able to help him complete what he needed and taught him how to do it in the future on his own. He appeared very grateful for her assistance.

The day started with snow and then changed to rainy. A group with two moms and some children came in. They said they had arranged a play date in the park and the kids were disappointed. Did we have board games they could play?! I said "Of course!" They setup at a table in the library and started to play. Then other kids that came in that they knew joined in the fun! It was a great time and I was so glad we had what they were looking for and could be a part of it!

Statistics to Report

Notes:		Notes:	
Head Count/Door Count:	5,446	Computer Sessions:	524
Avg Daily Visitor Count:	248 22 days open	Length of All Sessions:	363.7 hours
Ref Questions:	49	WIFI Stats - Users:	934
Tech Ref Questions:	380	WIFI Stats - Total Data Used:	1157.4 GB
Tech Reference - Libby:	56	Volunteer Hours:	139.7
Circulation Stats:	4,920	Locker Pickups @ Colville	8
New Library Cards:	35		
Take Home KITS Given Out:	<u># Received</u>	<u># Given Out</u>	
TNMake Kits:	120	109	
STEM Kits:	70	70	
TNCreate:			
TNTry Kits:	75	75	
Total:	265		
Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month		WIFI Stats by Month from ExBabylon	
		Circ Stats & New Library Cards from Becca's Circ Stats Sheet	

Program Specific Stats

Programming Spreadsheet 2026	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							
Storytime Week 1:	11	0	0	8	19	Y / N	Children/Teen/Adult/General Int
Storytime Week 2:	10	2		9	21	Y / N	CH/TN/AD/GEN
Storytime Week 3:	11	0	0	7	18	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	8	0	0	12	20	Y / N	CH/TN/AD/GEN
TOTALS:	40	2	0	36	78		
Tech Help with LOSC Week 1:				4	4	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				5	5	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				0	0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				0	0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	9	9		
Program: Permaculture Solutions				20	20	Y / N	CH/TN/AD/GEN
Program: Milk Jug Gardening	1			10	11	Y / N	CH/TN/AD/GEN
Program: Collaborative Spring	5	13	5	7	30	Y / N	CH/TN/AD/GEN
Program: Music Makers	104			80	184	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt	3	4		7	14	Y / N	CH/TN/AD/GEN
Program: Reading Dragons Tournament		4	1	5	10	Y / N	CH/TN/AD/GEN
Program:				0	0	Y / N	CH/TN/AD/GEN
Program:				0	0	Y / N	CH/TN/AD/GEN
Program:				0	0	Y / N	CH/TN/AD/GEN
Program:				0	0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:				0	0	Y / N	CH/TN/AD/GEN
Outreach Event: Parkview				22	22	Y / N	CH/TN/AD/GEN
TOTALS:	153	23	6	184	366		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year
Hunters	Ella Kerner	2026 MAR

Branch Highlights - things to share, shout-outs, etc

(can include stories to share/quotes/tidbits/photos)

Successful trouble-shooting of an iPhone issue for a patron leads to "What would we do without the librarians?" praise. A family was very excited to see new non-fiction books and chapter books to choose from. A patron has spent 20+ hours job seeking and taking online certification classes, and now has a new job! 3 new Student Cards were issued through Columbia School. The Cedonia Community Co-op Homeschool invited me to visit, and families learned about Libby, the Library of Things, and more. They plan to come on a field trip to the library in the fall. A patron learned to use Libby for Kindle with plans to show her mom and "save us hundreds of dollars". Milk Jug Gardening, presented by a local Master Gardener, brought 14 patrons in to learn and plant seeds to jumpstart their gardens.

Statistics to Report

Notes:		Notes:	
Head Count/Door Count:	70 open 8 days	Computer Sessions:	10
Avg Daily Visitor Count:	8.75	Length of All Sessions:	7 hr 55 min
Ref Questions:	3	WIFI Stats - Users:	47
Tech Ref Questions:	8	WIFI Stats - Total Data Used:	96.8
Tech Reference - Libby:	1		
Circulation Stats:	140		
New Library Cards:	4		
Take Home KITS Given Out:	<u># Received</u>	<u># Given Out</u>	
TNMake Kits:	10	4	
STEM Kits:			
TNCreate:			
TNTry Kits:	5	1	
Total:	15	5	
Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month		Locker Pickups @ Hunters	
		Gifford	14
		Fruitland	0
		Addy	14
		WIFI Stats by Month from ExBabylon	
		Circ Stats & New Library Cards from Becca's Circ Stats Sheet	

Program Specific Stats

Programming Spreadsheet 2026	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:					0	Y / N	CH/TN/AD/GEN
Storytime Week 2:					0	Y / N	CH/TN/AD/GEN
Storytime Week 3:					0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Milk Jug Gardening	2	6	2	4	14	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors					0	Y / N	CH/TN/AD/GEN
Outreach Event: Columbia School Delivery				14	14	Y / N	CH/TN/AD/GEN
Outreach Event: Evergreen School Delivery		16			16	Y / N	CH/TN/AD/GEN
Outreach Event: Summit Valley School Delivery		8			8	Y / N	
Outreach Event: Cedonia Community Co-	7	8	5	12	32	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	9	38	7	30	84		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year
Kettle Falls	Wright Halbert	MAR

Branch Highlights - things to share, shout-outs, etc
(can include stories to share/quotes/tidbits/photos)
1. A patrons father came in to tell us how much he appreciates our library and how his child loves to come to our library. He feels we provide so much educational value to his family as they navigate their move to the U.S., and was almost in tears. His child prides himself on being the last one out of the library most days. 2. We have been quite proud of our afterschool children for their good behavior as of late. It has been roughly 4 months since any bathroom mischief, and even the older teens have been generally very respectful. I sometimes laugh to myself at the big "kid party" that is our library between the hours of 3 and 5 p.m. Lots of snacks given out and many coloring pages printed. 3. A patron expressed how much he loves our "movie and crafternoon" program; he brings his whole family to it, and has even skipped their dance rehearsal in favor of coming. 4. A big "props!" to the KF staff for doing what needs done; taking on new tasks, filling in hours where needed. We are all looking forward to Melinda return. 5. The teen contingent of our TWS group is planning on playing as a famliy band for several upcoming events, including Town and Country Days. This would be very cool indeed.

Statistics to Report			
Notes:		Notes:	
Head Count/Door Count:	4740	Computer Sessions:	513
Avg Daily Visitor Count:	215 22 Days Open	Length of All Sessions:	353:35:00
Ref Questions:	220	WIFI Stats - Users:	404
Tech Ref Questions:	171	WIFI Stats - Total Data Used:	539.95
Tech Reference - Libby:	2	Volunteer Hours	
Circulation Stats:	1,425	Afterschool Snacks	445
New Library Cards:	12	Locker Pickups @ Kettle Falls	N/A
Take Home KITS Given Out:	# Received # Given Out		
TNMake Kits:	80 80		
STEM Kits:	26 26		
TNCreate:			
TNTry Kits:	50 40		
Total:			
Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month			

Program Specific Stats							
Programming Spreadsheet 2026	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	28			7	35	Y / N	CH/TN/AD/GEN
Storytime Week 2:	16			4	20	Y / N	CH/TN/AD/GEN
Storytime Week 3:	36			6	42	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	59			10	69	Y / N	CH/TN/AD/GEN
TOTALS:	139	0	0	27	166		
Tech Help with LOSEC Week 1:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSEC Week 2:				0	0	Y / N	CH/TN/AD/GEN
Tech Help with LOSEC Week 3:				2	2	Y / N	CH/TN/AD/GEN
Tech Help with LOSEC Week 4 (&5):				0	0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	3	3		
Program: Baby Storytime Week 1	14			12	26	Y / N	CH/TN/AD/GEN
Program: Baby Storytime Week 2	6			5	11	Y / N	CH/TN/AD/GEN
Program: Baby Storytime Week 3	11			9	20	Y / N	CH/TN/AD/GEN
Program: Baby Storytime Week 4 & 5	23			17	40	Y / N	CH/TN/AD/GEN
Program: Every Child an Artist Wk 1	39			9	48	Y / N	CH/TN/AD/GEN
Program: Every Child an Artist Wk 2	48			8	56	Y / N	CH/TN/AD/GEN
Program: Every Child an Artist Wk 3	41			13	54	Y / N	CH/TN/AD/GEN
Program: Every Child an Artist Wk 4 & 5	71			14	85	Y / N	CH/TN/AD/GEN
Program: Things with Strings Wk 1		4	4	3	11	Y / N	CH/TN/AD/GEN
Program: Things with Strings Wk 2		3	4	3	10	Y / N	CH/TN/AD/GEN
Program: Things with Strings Wk 3		4	4	4	12	Y / N	CH/TN/AD/GEN
Program: Things with Strings Wk 4		8	7	7	22	Y / N	CH/TN/AD/GEN
Program: Movie & Crafternoon 3/20		18	4	3	25	Y / N	CH/TN/AD/GEN
Program: Reading Dragons Tourney 2 3/27		3		3	3	Y / N	CH/TN/AD/GEN
Program: Art for Adults - Mosaics 3/30				18	18	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:				0	0	Y / N	CH/TN/AD/GEN
Outreach Event:				0	0	Y / N	CH/TN/AD/GEN
TOTALS:	392	40	23	155	610		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year
Lakeside	Melissa Searle	2026 MAR

Branch Highlights - things to share, shout-outs, etc

(can include stories to share/quotes/tidbits/photos)

Patron comment about the locker at Swenson Station: "We're so grateful for the new locker over at the fire station. We haven't been able to make it into the library in a while, so it's been so convenient to be able to pick up books at the locker and return them at the drop box right next to it." Milk Jug Gardening and Firestation storytime were our most popular programs this month- with over 80 attendees at the storytime. The Lakeside Friends also voted to donate \$750 to the summer reading program, as well as donating to help fund art for adults programs. This month we were also able to get the Friends an ongoing passive book sale up and running in the library.

Statistics to Report

Notes:		Notes:	
Head Count/Door Count:	1259	Computer Sessions:	51
Avg Daily Visitor Count:	57.23	Length of All Sessions:	24.07
		WIFI Stats - Users:	241
Ref Questions:	109	WIFI Stats - Total Data Used:	210.2475
Tech Ref Questions:	58		
Tech Reference - Libby:	12		
Circulation Stats:	1,944		
New Library Cards:	19		
		Locker Pickups @	
		Lakeside	19
		Swenson	35
Take Home KITS Given Out:	# Received	# Given Out	
TNMake Kits:	45	37	
STEM Kits:	55	55	
TNCreate:	0	0	
TNTry Kits:	15	10	
Total:			
Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month			
WIFI Stats by Month from ExBabylon			
Circ Stats & New Library Cards from Becca's Circ Stats Sheet			

Program Specific Stats

Programming Spreadsheet 2026	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	13	2	0	12	27	Y / N	CH/TN/AD/GEN
Storytime Week 2:	22	0	0	17	39	Y / N	CH/TN/AD/GEN
Storytime Week 3:	13	0	0	11	24	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	34	8	0	44	86	Y / N	CH/TN/AD/GEN
TOTALS:	82	10	0	84	176		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Milk Jug Greenhouses	1	3	0	4	8	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt	15	61	5	0	81	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:					0	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	98	74	5	88	265		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year
Loon Lake	Mary Klabenes	2026 MAR

Branch Highlights - things to share, shout-outs, etc	(can include stories to share/quotes/tidbits/photos)
Scavenger hunts always continue to be a big hit. Kids continued to love the Winter Reading Challenge and were continuing to collect the cards excitedly. Mary went to the Loon Lake School for their Literacy Night and was able to talk to a lot of the students, teachers, and parents about the library and set some up with library cards. After the Loon Lake Literacy Night one of the teachers called to set up a field trip to bring the kindergarten class to the Loon Lake Library and have a storytime and check out the	

Statistics to Report	
Notes:	Notes:
Head Count/Door Count: 1267	Computer Sessions: 155
Avg Daily Visitor Count: 57.6 22 days open	Length of All Sessions: 74.62
	WiFi Stats - Users: 341
	WiFi Stats - Total Data Used: 823.7184248
Ref Questions: 365	
Tech Ref Questions: 67	
Tech Reference - Libby: 6	
Circulation Stats: 2,293	
New Library Cards: 39	
	Locker Pickups @ Loon Lake 20
Take Home KITS Given Out:	
	# Received # Given Out
TNMake Kits: Handprint Hedgehog	45 45
STEM Kits: Hot Air Balloon	40 40
TNCreate:	
TNTry Kits: 5 Week Wellness Challenger	15 15
Total:	100 100
Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month	WiFi Stats by Month from ExBabylon
	Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Program Specific Stats							
Programming Spreadsheet 2026	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	6			3	9	Y / N	CH/TN/AD/GEN
Storytime Week 2:	8			5	13	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5			4	9	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	10			4	14	Y / N	CH/TN/AD/GEN
TOTALS:	29	0	0	16	45		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Resume Help (canceled/presenter sick)				0	0	Y / N	CH/TN/AD/GEN
Program: Breakout Box		2			2	Y / N	CH/TN/AD/GEN
Program: Kid's Bookclub	1	8		3	12	Y / N	CH/TN/AD/GEN
Program: Author Talk				1	1	Y / N	CH/TN/AD/GEN
Program: Kindergarten Field Trip to Library		10		4	14	Y / N	CH/TN/AD/GEN
Program: Friend's Meeting				10	10	Y / N	CH/TN/AD/GEN
Program: Book Club				7	7	Y / N	CH/TN/AD/GEN
Program: Reading Dragon's Card Tournament		3			3	Y / N	CH/TN/AD/GEN
Program: Dr. Seuss Scavenger Hunt					51	Y / N	CH/TN/AD/GEN
Program: Balloon Scavenger Hunt					43	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event: Literacy Night at Loon Lake School					33	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	30	23	0	41	221		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year
Northport	Wright Halbert	2026
		MAR

Branch Highlights - things to share, shout-outs, etc

(can include stories to share/quotes/tidbits/photos)

1. We had a logger come in to get help printing some copies of receipts. A few months ago he bought a skidder in Cananda, but had issues getting it across the border. It's finally been released, but the gentleman had to have the printed copies to give to the border guards. He found that he could print them here and save himself a couple of hours driving, etc. He was pretty thrilled and surprised that our library provides these services. 2. I had a patron come in looking for help designing invitations for her son's upcoming birthday party, and we found a cool Pin-the-tail-on-the-Donkey game to print as well. She has been coming back every week now to work on employment training and education courses, and offered to possibly volunteer on future library events.

Statistics to Report

Notes:		Notes:	
Head Count/Door Count:	201	Computer Sessions:	75
Avg Daily Visitor Count:	16 13 Days Open	Length of All Sessions:	44:19:00
Ref Questions:	33	WIFI Stats - Users:	45
Tech Ref Questions:	13	WIFI Stats - Total Data Used:	61.28
Tech Reference - Libby:	1		
Circulation Stats:	312		
New Library Cards:	0		
Take Home KITS Given Out:		Locker Pickups @ Northport	23
	<u># Received</u> <u># Given Out</u>	Locker @ O.C.	55
TNMake Kits:	10 5	School @ O.C.	12
STEM Kits:	10 10	Locker@ Echo	0
TNCreate:			
TNTry Kits:	5 2		
Total:		WiFi Stats by Month from ExBabylon	
Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month		Circ Stats & New Library Cards from Becca's Circ Stats Sheet	

Program Specific Stats

Programming Spreadsheet 2026	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	10			1	11	Y / N	CH/TN/AD/GEN
Storytime Week 2:	11			1	12	Y / N	CH/TN/AD/GEN
Storytime Week 3:	11			1	12	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	8			1	9	Y / N	CH/TN/AD/GEN
TOTALS:	40	0	0	4	44		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Milk Jug Gardening 3/5				4	4	Y / N	CH/TN/AD/GEN
Program: OC Outreach/Storytime Wk 1		18		2	20	Y / N	CH/TN/AD/GEN
Program: OC Outreach/Storytime Wk 2		16		3	19	Y / N	CH/TN/AD/GEN
Program: OC Outreach/Storytime Wk 3		19		2	21	Y / N	CH/TN/AD/GEN
Program: OC Outreach/Storytime Wk 4		14		3	17	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:					0	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	40	67	0	18	125		**Please circle or bold**